

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Travel Reduction Plan

FROM:

Harry E. Fitzwater
DDA
7D-18 Hqs.

EXTENSION

NO.

DATE

2541

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDCI
7D-60 Hqs.

M/S M/S

8

1 and 3:

We have prepared and forwarded herewith an executive summary outlining specific points in our proposed travel reduction plan for your convenience.

3. DCI
7D-60 Hqs.

Rec'd
16 Dec 21 DEC 1981

This request to Pres Reagan's memo on this subject -- based on This report about the DCI concerns with. Thrp.

JS

DD/A REGISTRY

FILE: Travel-64

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Central Intelligence Agency



Washington, D.C. 20505

DD/A Registry
81-2628/1

Executive Registry
81-9502/1

23 DEC 1981

MEMORANDUM FOR: Craig L. Fuller
Director, Office of Cabinet Administration
The White House

SUBJECT: Travel by Government Officials, Including
Foreign Travel [REDACTED]

REFERENCE: President's Memo to Executive Departments and
Agencies, dtd 16 Dec 81, same Subject

1. Attached herewith is a draft of an Agency notice which will be disseminated in the near future addressing our efforts to reduce excessive travel. You will note that, among a number of cost saving features, the notice reemphasizes the scrutiny required in approving official travel within the Agency and it also responds to the concerns outlined in the second paragraph of reference memorandum. [REDACTED]

2. The approval and documentation of Agency travel are not only contained in standard travel orders, but the purpose of trips also must be included in messages to the Agency installations being visited, either foreign or domestic. Travel cannot commence until the chief of the facility provides his concurrence. [REDACTED]

3. In addition to the above actions, we are pursuing the following travel reduction measures:

a. Examine the further use of commuted rate travel procedures. This cost effective system, which does not require itemized accounting, is currently being used for PCS travel abroad; we are looking into the feasibility of extending the system to include domestic PCS and domestic/foreign TDY travel.

[REDACTED]

[REDACTED]

DERIVATIVE CL BY Signer
REVIEW ON 22 DEC 01
DERIVED FROM A9c(5.2)

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Gen William J. Casey

William J. Casey
Director of Central Intelligence

Attachment

Distribution:

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EO/DI [redacted] 8Dec81)

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